

Sample SkillsUSA Calendar

Here is an list of activities that might be held during the school year, month by month. A chapter can do as few as three or four activities per year, or several per month. The level of activity depends on the interest of the members, the size of the chapter and the time available.

September

- Organize a Membership Campaign
- Collect SkillsUSA Dues
- Elect Chapter Officers
- Introduce the Professional Development Program
- Distribute *Champions* magazine and discuss in class

October

- Attend the SkillsUSA Leadership Fall Conference
- Install Officers
- Form Committees
- Establish a Budget
- Develop a Program of Work and Calendar of Activities
- Form an Industry Advisory Committee
- Training for Officers
- Conduct a Fund-Raiser

November

- Submit membership to SkillsUSA by Nov. 15
- Participate in Opening and Closing Ceremonies
- Chapter Meeting
- Conduct a Professional Development Activity

December

- Chapter Meeting
- Conduct a Community Service Project
- Conduct a Social Activity
- Prepare Members for Competitive Events

January

- Conduct a Local SkillsUSA Championships
- Chapter Meeting
- Conduct a Professional Development activity

February

- Submit Follow-up Membership to SkillsUSA
- Chapter Meeting
- Register for District/Regional Skill Competition
- District Officer Nominations
- Participate in District/Regional Competition
- Coordinate Public Relations Activities

March

- Participate in District Competition/Elections
- Register for State Competition/Officer Nominations

April

- Submit American SkillsUSA Degree Applications
- Chapter Meeting
- Attend State Skills Conference

May

- Chapter Meeting
- Plan a SkillsUSA Banquet
- Evaluate the SkillsUSA Program

June

- Attend SkillsUSA national conference, if eligible



The SkillsUSA Program of Work

The SkillsUSA Program of Work sets the pace for each SkillsUSA chapter during the school year. The Program of Work is designed so that students participate in a variety of activities while they are members. A chapter's activities should touch at least once on each of the seven focus areas. If a chapter devotes all its time to community service and not enough to ways and means, funds to support the chapter will be scarce. Or, if a chapter spends all its time on social activities, the chapter members will not reap the benefits of helping others through community service. Public relations should be part of most activities, and professional development should take place throughout the year for the benefit of the individual members.

Some activities can be used for dual purposes. A chapter may hold an Open House at school and this can serve public relations, employment, professional development and ways and means. Invite the local media to stop by, sell baked goods to visitors, bring in potential employers to meet the students, etc. A social event can also serve as a recruiting night by inviting potential SkillsUSA members and letting them see how fun SkillsUSA can be. In the following pages are some ideas to help your chapter have a balanced Program of Work.

Additional detail on each aspect of the Program of Work is provided in the *ASK: Advisor's Success Kit*, which is available through the SkillsUSA Educational Materials Catalog at this [link](#).

[Click here to learn more about Professional Development.](#)